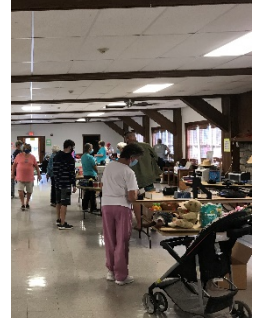


# Special Event Coordinator Intern

## DELAWARE STATE PARK INTERNSHIP PROGRAM



CLICK HERE TO APPLY: [Delaware State Parks Internship Program Application](#)

### DESCRIPTION

Looking to help people make their dream event a reality? In this position, you will get the opportunity to work as a part of the special events team Cape Henlopen State Park's beautiful beach setting. Interns in this position work directly with the Park Superintendent II to show spaces and provide tours to interested parties, negotiate and write contracts, and act as the Parks representative for large events and weddings. In this position, interns will be an integral part of our facilities and events team, and they will be expected to take on leadership roles. This position can be physically demanding, requiring interns to work outside in all weather conditions. Weekend and evening work will also be required.

### LOCATIONS

- **Cape Henlopen State Park** - Lewes, DE  
*A dynamic coastal habitat, including dunes, forests, and wetlands with a significant historical past*

### TERM OF SERVICE

- Spring-Fall – 6 months
  - Full-time 30-35 hours per week
  - Part-time, 20-29 hours per week

### RESPONSIBILITIES

- Meet with interested clientele onsite to show them the various facilities they might be interested in
- Assist the Park Superintendent II by writing Special Use permits for events, weddings, and other requests
- Attend all of the events at the Overlook venue to ensure compliance with contract and park policies
- Show dedication and commitment to the facilities and events team
- Interact with park visitors and assist them as needed, be a front-line representative of Delaware State Parks
- Assist with other special events, including weddings and youth facility rentals
- Work as a team to keep event facilities and all equipment clean and presentable, following all cleaning safety protocols
- Provide direction and answer questions of event holders and interested groups
- Help gather materials and assist in setup and clean-up for special events
- Report suggestions and observations

### REQUIREMENTS

- Must be at least 16 years old
- Appreciation and understanding of Park policies and facility rental guidelines



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- Must have a flexible schedule
- Ability to work independently or as part of a team

#### DIRECT SUPERVISOR

- The Direct Supervisor will be the Park Superintendent II for Cape Henlopen State Park. On certain events, the supervisor will be the Venue Manager.

#### BENEFITS

- **Training:** A hallmark of the program, interns receive training from the field experts they will be working with. In addition to this formal and informal training to successfully conduct their internship assignment, interns will have the opportunity to build associated skills and share real-time experience with park staff and colleagues. Training will be made available to the interns to further their personal and professional development.
- **Housing:** Limited co-ed housing is available, at no fee, for interns providing full-time hours (30 or more per week). If selected for housing, an intern will share a house, duplex, or dorm facility with other interns.
- **Activities:** Interns will have the opportunity not only to visit ALL Delaware State Parks at no fee, but also participate in many of the tours, programs, and associated events for free. Delaware State Parks span the length of the state and whether it be canoeing at Trap Pond State Park, surfing at Delaware Seashore State Park, attending a concert at Bellevue State Park, or touring the living history facility at Fort Delaware, there is certainly something for everyone.
- **Stipend Available:** Interns are not employees of the State of Delaware- they are considered volunteers and are not paid for their service. Interns may elect to receive a stipend to help cover expenses incurred during their volunteer intern service. The stipend is a fixed amount of \$100 per week for service of 30 or more hours per week or \$50.00 per week for service of between 20 – 29 hours/ week paid biweekly as a direct deposit into the Intern's bank account.
  - The stipend is not a wage, but does count toward the total income on which the intern's tax obligation is based. Interns electing to receive the stipend will complete IRS Form W-9 Request for Tax-Payer Identification as self-employed and will receive a Form 1099 at the end of the year that reports the amount of income from the stipend. No taxes are withheld from the stipend.

**All Delaware State Parks Interns are required to undergo and successfully complete a background check performed by the Division.**

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